

STAFF REPORT



MEETING DATE:	April 28, 2020
SUBJECT:	Approve Amendment #2 to Fiscal Year (FY) 2019/21 Overall Work Program
AGENDA ITEM:	5-8
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve Amendment #2 to the FY 2019/21 OWP by authorizing the chair to sign Resolution 20-07 (Attachment A), resulting in an OWP planning budget of \$2,370,180 (a reduction of \$173,943) and a comprehensive budget of \$15,931,231 (a reduction of \$297,421).
2. Authorize the executive director to make administrative changes, as needed.

DISCUSSION:

The OWP describes the agency's planning activities and serves as the comprehensive budget for the fiscal year (July 1 through June 30). The OWP must be amended periodically to reflect changes in estimated versus actual revenues, expenditures, workload, and timelines.

Amendment #2 to the Fiscal Year (FY) 2019/21 Overall Work Program (OWP) is needed to reallocate some staff hours among work elements. This is common at this point in the fiscal year as some work element budgets begin to get low. Budgets for consultant and SRTA-led transit projects (i.e. Sunday On-Demand and Salmon Runner intercity bus) have also been updated to reflect anticipated expenditures within the fiscal year, but with no changes to total project budgets.

ALTERNATIVES:

The board of directors may maintain the existing OWP budget. Staff time and other expenditures for some work elements would need to be suspended until the FY 2020/21 OWP commences on July 1, 2020.

OTHER AGENCY INVOLVEMENT:

Caltrans reviews and approves all formal amendments to the OWP.

FISCAL IMPACT:

Amendment #2 to the FY 2019/20 OWP results in a reduction to the OWP and comprehensive budget of \$173,943 and \$297,421, respectively. Budgeted amounts are consistent with available revenues.

A handwritten signature in blue ink that reads "Dan Little".

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution 20-07: Amendment #2 to the FY 2019/20 Overall Work Program

B: FY 2019/20 OWP Work Elements Worksheets:

www.srta.ca.gov/DocumentCenter/View/5105/FY-201920-OWP-Amendment-2-Worksheets

Attachment A



RESOLUTION

RESOLUTION NUMBER:	20-07
SUBJECT:	Amendment #2 to SRTA's Fiscal Year 2019/21 Budget and Overall Work Program

WHEREAS, Metropolitan Planning Organizations (MPO) are required by state and federal funding partners to maintain an Overall Work Program (OWP) as a planning, programming, and budgeting tool for the fiscal year (FY); and

WHEREAS, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to State and Federal requirements; and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta County region; and

WHEREAS, the OWP must be amended to reflect changes in funding, schedules, and work products; and

WHEREAS, budgets for staff hours and direct expenses must be redistributed among work elements to reflect actual versus estimated expenditures, and budgets for consultant services must to be adjusted to reflect actual versus estimated progress (with no change in respective project budgets).

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Amendment #2 to the FY 2019/21 OWP and comprehensive budgets, thereby reallocating staff hours among work elements and updating budgets for other expenses, including direct expenses, consultant expenses, and transit operations to reflect anticipated expenditures within the fiscal year.

BE IT FURTHER RESOLVED that Amendment #2 results in an overall reduction in the FY 2019/20 OWP budget of \$173,943 to \$2,370,180 and an overall reduction in the FY 2019/20 Comprehensive Budget of \$297,421 to \$15,931,231, and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

BE IT FURTHER RESOLVED that the executive director is hereby authorized to make administrative changes to the OWP as needed to correct minor errors and to respond to further comments from state and federal partners as part of the approval process.

PASSED AND ADOPTED this 28th day of April 2020, by the Shasta Regional Transportation Agency.

Leonard Moty, Chair
Shasta Regional Transportation Agency